



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
PERSONNEL COORDINATOR
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing human resources related functions to include recruitment and selection; processing the department's payroll as well as maintaining related payroll and personnel records. Serves as a lead worker. Reports to the Senior Personnel Coordinator.

ESSENTIAL JOB FUNCTIONS

Facilitates the employment process, to include posting requisitions, scheduling interviews, preparing interview packages for interview panel, reviewing selection packages, extending job offers and coordinating the background check process; assists with departmental human resources related matters, to include performance management, training, standards of conduct, employee relations and records management.

Initiates and processes personnel actions to effect changes in employee status such as transfers, promotions, Family Medical Leave Act (FMLA), leave of absences, and terminations; computes salary changes and adjustments.

Maintains the State Local Employee Tracking System (LETS) to include entering new hires, promotions, terminations and address changes; reviews and certifies monthly Employee Data Reports; processes files for attendance, leave time, and payroll vouchers; monitors supplemental pay to ensure accuracy and compliance with established policy; responds to inquiries regarding pay practices and policies; gathers statistical information, and researches pay issues and resolves as appropriate.

Assists with processing payroll to include entering information into computerized systems in accordance with established procedures and state reimbursement requirements. Assists in monitoring budgets for adherence to spending guidelines and generates reports for special projects.

Maintains spreadsheets to include the monitoring of probationary status, state service awards and other personnel related information. Responsible for notifying supervisor's of upcoming performance evaluations.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Human Resources - Knowledge of human resources and modern business principles, theories and practices to include FLSA, FMLA and related laws and regulations. General knowledge of organizational development including training principles and practices. Knowledge of recruitment and selection.
- Payroll - Knowledge of payroll practices to ensure accuracy and appropriateness of all transactions, to include compliance with policies and operational requirements.
- Technology - Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software. Comprehensive knowledge of office systems, practices, procedures and administration.

REQUIRED SKILLS

- Critical Thinking - Uses logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

REQUIRED ABILITIES

- Communication - Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.
- Time Management - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Accounting and Budgeting - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in Public Administration, Business Administration, Human Resources or a related field and 1-2 years of related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.